



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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| Policy Number: <b>T- 170</b>  | Page: <b>1</b>                         | of: <b>1</b> |
| Title: <b>EMT – Intermediate Accreditation Site Team Members Roles and Responsibilities</b> |  |              |
| Regulatory Authority: <b>12VAC5-31-1350</b>   |  |              |
| Date of Issue: <b>June 1, 2004</b>  | Effective Date: <b>January 1, 2005</b> |              |

- A. Providers from across the state have been trained by the Office of EMS to assist sites in becoming state accredited intermediate program training centers. Team members will provide guidance, review of *Intermediate Self Study*, conduct site visits, and make recommendations to the Office of EMS as to a sites' accreditation disposition.
- B. Roles and Responsibilities:
1. Team members may serve as a team leader for the site reviews as required.
  2. Team members will serve as mentors.
  3. Mentors will notify applicant of the receipt of the *Intermediate Self Study* and supporting documentation.
  4. Team members will perform the initial review of the applicant's *Intermediate Self Study* with recommendations for improvements required, if applicable.
  5. The designated Team leader schedules site review with program coordinator/director.
  6. Team members will perform site reviews.
  7. The Team leader will provide the Office of EMS with the site team findings and recommendations.
  8. Team member's attendance before the Medical Direction Committee may be required to support findings of the site review team.
  9. Team members may be required to travel overnight to conduct site visits.
- C. The Office of EMS will require initial and periodic training of team members